

Assignment 2

Managing the Office of the Chaplain

Textbook Assignment: RP, Module III, NET 287-03-45-83, Chapter 2, Pages 2-1 through 2-47

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- Learning Objective: Specify the procedures for maintaining attractive Command Religious Program office spaces; identify the office equipment that may be used in the office of the chaplain and determine the maintenance requirements for each piece of equipment; recognize the qualities of an efficient receptionist; define privileged communication.
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- 2-1. The majority of the duties performed by a Religious Program Specialist are in an office environment.
1. True
 2. False
- 2-2. Correspondence baskets should be checked and cleared at least how often?
1. Quarterly
 2. Monthly
 3. Weekly
 4. Daily
- 2-3. Which of the following rules should be observed by RPs in the maintenance of their desks?
1. Carbon paper should be removed from its original box and placed in a tray in the desk
 2. Unused stencils and correction fluid should be stored in a supply cabinet rather than in the desk
 3. Classified material should be kept in a locked desk drawer
 4. Personal belongings should not be kept in the desk
- 2-4. Open shelves are preferable to closed cabinets for storing supplies in the office of the chaplain.
1. True
 2. False
- 2-5. An is required by occupational standards to type at what minimum speed?
1. 15 words per minute
 2. 25 words per minute
 3. 30 words per minute
 4. 40 words per minute
- 2-6. Which of the following statements is/are TRUE concerning the care of typewriters?
1. Typewriters should be covered when not in use
 2. Typewriters should be checked daily to see if they are in satisfactory working condition
 3. A service representative should be called when major repairs are required to fix a typewriter
 4. All of the above
- 2-7. Which of the following procedures should NOT be employed in the maintenance of a Mimeograph?
1. The cylinder should be left with the ink pad side down when the Mimeograph is not in use
 2. Feed rolls should be washed once a week with clear warm water
 3. The impression roller should never be immersed in water
 4. The feed pad should be reversed each time it is cleaned
- 2-8. The main advantage of the Ditto machine over a Mimeograph is its compact size.
1. True
 2. False
- 2-9. A Ditto master stencil should be removed from the typewriter in order to correct errors.
1. True
 2. False

- 2-10. What color Ditto carbon produces the greatest amount of legible copies?
1. Black
 2. Blue
 3. Purple
 4. Red
- 2-11. What color Ditto carbon is used most often in the Navy?
1. Black
 2. Blue
 3. Purple
 4. Red
- 2-12. All EXCEPT which of the following guidelines concerning dry electrical process machines are valid?
1. These machines should not be used to reproduce forms that can be obtained from stockrooms
 2. Dry electrical process machines are called fast-copy machines
 3. RPs should review the operating manual for the type(s) of dry electrical process machines used at their commands
 4. The cost of reproduction on these machines is much less than other methods
- 2-13. Communicating on the telephone is easier and more effective than face-to-face conversation.
1. True
 2. False
- 2-14. Which of the following elements should be included on an activity calendar for a scheduled event in CRP spaces?
1. Description of the event
 2. Time of the event
 3. Person responsible for coordination of the event
 4. All of the above
- 2-15. Privileged communication, in which the confidentiality is ensured, involves a special relationship between two or more persons.
1. True
 2. False

- 2-16. Information discussed in all EXCEPT which of the following circumstances would be bound by the privileged communication statute?
1. A service member discusses a personal problem with an RP in order to expedite an appointment with a chaplain
 2. A service member approaches an RP in an off-base residence for the primary reason of having the RP relay information to a chaplain concerning a personal problem
 3. A service member discusses a personal problem with an RP in the barracks because of the RP's judgment as a petty officer
 4. A service member approaches an RP in the barracks for the primary purpose of having the RP relay information concerning a personal problem to a chaplain

Learning Objective: Identify the provisions contained in the Information Security Program Regulation Manual; specify the purpose of the Information Security Program; recognize the difference between Top Secret, Secret, and Confidential information; define "For Official Use Only" information.

● In answering questions 2-17 through 2-20, select the official in column B who bears the responsibility described in column A in regard to the Information Security Program.

	<u>A. Responsibilities</u>	<u>B. Officials</u>
2-17.	Implementing policies relating to the security of classified information in the Navy Department	1. Secretary of the Navy
2-18.	Establishment and maintenance of an Information Security Program	2. Chief of Naval Operations
2-19.	Ensuring compliance with and implementation of the regulations outlined in OPNAVINST 5510.1 at a local command	3. Director of Naval Intelligence
2-20.	Primarily responsible to the CNO for effective compliance within the Navy Department	4. Commanding Officer

- 2-21. Which of the following individuals would be authorized to perform duties as command security manager?
1. Chief Cryptologic Technician
 2. Master Chief Religious Program Specialist
 3. GS-9 civilian employee
 4. GS-11 civilian employee

● In answering questions 2-22 through 2-25, select the term in column B that is defined in column A.

	<u>A. Definitions</u>	<u>B. Terms</u>
2-22.	Information which has been determined to require protection against unauthorized disclosure	1. Access 2. Classified Information
2-23.	The ability to obtain knowledge or possession of classified information	3. Official Information 4. Security
2-24.	Information which is owned by or is subject to the control of the United States Government	
2-25.	A protected condition of classified information	
2-26.	An individual would be authorized access to classified information simply by being in a place where such information is kept. 1. True 2. False	
2-27.	Responsibility for determining whether another person's duties necessitate access to classified information rests on the possessor of the classified information. 1. True 2. False	
2-28.	For classification purposes, a document may include both sketches and working notes. 1. True 2. False	
2-29.	A foreign national is any person who has been lawfully admitted into the United States for permanent residence under an immigration visa. 1. True 2. False	

- 2-30. The term "command" includes which of the following organizations?
1. Activity only
 2. Squadron only
 3. Unit only
 4. Activity, squadron, and unit

- 2-31. Which of the following lands is NOT a territory of the United States?
1. American Samoa
 2. Guam
 3. Newfoundland
 4. Virgin Islands

● In answering questions 2-32 through 2-34, select the damage in column B that would result from the unauthorized disclosure of the classification of material in column A.

	<u>A. Classifications</u>	<u>B. Damages</u>
2-32.	Top Secret	1. Serious
2-33.	Secret	2. Identifiable
2-34.	Confidential	3. Exceptionally Grave
2-35.	Information which indicates the strength of ground forces in the United States would be classified Secret. 1. True 2. False	
2-36.	"For Official Use Only" markings are used to identify classified information. 1. True 2. False	
2-37.	Classified material is NOT normally stored in the office of the chaplain. 1. True 2. False	
2-38.	The caveat "For Official Use Only" is NOT a security classification. 1. True 2. False	
2-39.	"For Official Use Only" material need not be given a higher degree of protection than other unclassified material. 1. True 2. False	

Learning Objective: Specify the procedures that an RP must follow when screening enlistd service records; recognize the various pages of an enlisted service record and identify the type of information which is entered on each page.

- 2-40. Members of what Navy rating have responsibility for preparing and maintaining enlisted service records?
1. Journalist
 2. Legalman
 3. Personnelman
 4. Yeoman

- 2-41. Which of the following documents would NOT be filed beneath the NAVPERS 1070/617 separator in an enlisted service record?
1. Copies of all performance evaluations
 2. Copies of commendations from current enlistment
 3. Copies of commendations from previous enlistments
 4. Copies of security clearance papers

- 2-42. On which page of the enlisted service record is information concerning the legal relationship between an enlistd person and the Government contained?
1. Page 1
 2. Page 2
 3. Page 3
 4. Page 4

- 2-43. What form, if any, should be filled out to show that an individual on inactive duty has been assigned to active duty?
1. NAVPERS 1070/601
 2. NAVPERS 1070/621
 3. NAVPERS 1070/622
 4. None

- 2-44. An extension for an enlisted person does not become operative until the bottom portion of what form is completed?
1. NAVPERS 1070/601
 2. NAVPERS 1070/602
 3. NAVPERS 1070/603
 4. NAVPERS 1070/621

- 2-45. Which page of the enlisted service record contains information that is used for casualty reporting?
1. Page 1
 2. Page 2
 3. Page 3
 4. Page 4

- 2-46. Information concerning a service member's religious preference may be found in which block of the NAVPERS 1070/602?
1. Block 17
 2. Block 27
 3. Block 57
 4. Block 67

● In answering questions 2-47 through 2-50, select the abbreviation/code in column B that would be used on page 2 of the enlisted service record to identify the religions in column A.

<u>A. Religions</u>		<u>B. Abbreviations/ Cases</u>
2-47.	Conservative Judaism	1. CE
2-48.	Free Will Baptists	2. EP
2-49.	Southern Methodist Church	3. FB
2-50.	Churches of Christ	4. NE

- 2-51. What code is entered on page 2 of the enlisted service record to indicate that a member is affiliated with the American Baptist Association?
1. AB
 2. BA
 3. CA
 4. 06

- 2-52. What code is entered on page 2 of the enlisted service record to indicate that a member is affiliated with the Muslim religion?
1. MM
 2. MS
 3. MU
 4. 48

- 2-53. What code is entered on page 2 of the enlisted service record to indicate that a member is affiliated with the Church of Jesus Christ of Latter-Day Saints (Reorganize)?
1. EN
 2. LS
 3. MO
 4. 38

- 2-54. Which enlisted service record page, if any, remains unchanged during an enlisted member's career in the Navy?
1. Page 1
 2. Page 2
 3. Page 3
 4. None

- 2-55. A classification interviewer normally prepares which of the following enlisted service record pages?
1. Page 1
 2. Page 2
 3. Page 3
 4. Page 4

● In answering questions 2-56 through 2-59, select the service record page in column B that contains the information indicated in column A.

	<u>A. Information</u>	<u>B. Pages</u>
2-56.	Unauthorized absences	1. 5
2-57.	Duty station assignments	2. 6
2-58.	Training courses completed	3. 7
2-59.	Personnel qualification standards completed	4. 4
2-60.	A cumulative record of an enlisted member's performance evaluation marks is contained on which service record page?	<ol style="list-style-type: none"> 1. Page 6 2. Page 7 3. Page 8 4. Page 9
2-61.	Information concerning retirement points earned by Naval Reserve enlisted personnel is contained on which service record page?	<ol style="list-style-type: none"> 1. Page 9 2. Page 10 3. Page 11 4. Page 13

- 2-62. A change in citizenship would be recorded in the enlisted service record on what page?
1. 9
 2. 10
 3. 11
 4. 13

- 2-63. Which service record page is used for recording more detailed information concerning entries on other pages?
1. Page 9
 2. Page 10
 3. Page 11
 4. Page 13

- 2-64. Information concerning the honorable discharge of enlisted reservists on inactive duty for reasons other than expiration of enlistment or obligated service would be entered on what page of the enlisted service record?
1. 10
 2. 11
 3. 13
 4. 14

- 2-65. Which copy of the DD Form 214, if any, is given to an enlisted member who is being discharged? enlisted member who is being
1. Copy 1
 2. Copy 2
 3. Copy 4
 4. None